

# **ATTACHMENT A:**

**Minority and Women Business  
Enterprises Subcontractor Commitment  
forms and IDDC Minority and Women's  
Business Enterprises certification  
letters.**

**ATTACHMENT A**  
**MINORITY & WOMEN'S BUSINESS ENTERPRISES RFP SUBCONTRACTOR**  
**COMMITMENT FORM**

In accordance with 25 IAC 5-5, the respondent is expected to submit with its proposal a Minority & Women's Business Enterprises RFP Subcontractor Commitment Form. The Form must show that there are, participating in the proposed contract, Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) listed in the Minority and Women's Business Enterprises Division (MWBED) directory of certified firms located at <https://www.in.gov/idoa/mwbe/>.

If participation is met through use of vendors who supply products and/or services directly to the Respondent, the Respondent must provide a description of products and/or services provided that are directly related to this proposal and the cost of direct supplies for this proposal. Respondents must complete the Subcontractor Commitment Form in its entirety. The amount entered in "**TOTAL BID AMOUNT**" should match the amount entered in the Attachment D, Cost Proposal Template.

Failure to meet these goals will affect the evaluation of your Proposal. The Department reserves the right to verify all information included on the MWBE Subcontractor Commitment Form.

**Prime Contractors must ensure that the proposed subcontractors meet the following criteria:**

- Must be listed on the IDOA Directory of Certified Firms, **on or before** the proposal due date
- Prime Contractor must include with their proposal the subcontractor's M/WBE Certification Letter provided by IDOA, to show current status of certification.
- Each firm may only serve as one classification – MBE, WBE, or IVOSB (see section 1.22)
- A Prime Contractor who is an MBE or WBE must meet subcontractor goals by using other listed certified firms. Certified Prime Contractors cannot count their own workforce or companies to meet this requirement.
- **Must serve a Valuable Scope Contribution (VSC). The firm must serve a value-added purpose on the engagement, as confirmed by the State.**
- Must provide goods or service only in the industry area for which it is certified as listed in the directory at <https://www.in.gov/idoa/mwbe/>.
- Must be used to provide the goods or services specific to the contract
- National Diversity Plans are generally not acceptable

**MINORITY & WOMEN'S BUSINESS ENTERPRISES RFP SUBCONTRACTOR LETTER OF**  
**COMMITMENT (MWBE)**

A signed letter(s), on company letterhead, from the MBE and/or WBE must accompany the MWBE Subcontractor Commitment Form. Each letter shall state and will serve as acknowledgement from the MBE and/or WBE of its subcontract amount, a description of products and/or services to be provided on this project, and approximate date the subcontractor will perform work on this contract. The MBE and/or WBE subcontractor amount and subcontractor percentage is only based on the initial term of the contract, unless the products and/or services are needed beyond the initial term. Any products and/or services desired after the initial term will require separate negotiations between the prime contractor and subcontractor. The State may deny evaluation points if the letter(s) is not attached, not on company letterhead, not signed and/or does not reference and match the subcontract amount, subcontract amount as a percentage of the "**TOTAL BID AMOUNT**" and the anticipated period that the Subcontractor will perform work for this solicitation.

By submission of the Proposal, the Respondent acknowledges and agrees to be bound by the regulatory processes involving the State's M/WBE Program. Questions involving the regulations governing the MWBE Subcontractor Commitment Form should be directed to: Minority and Women's Business Enterprises Division at (317) 232-3061 or <https://www.in.gov/idoa/mwbe/>.

# STATE OF INDIANA MBE/WBE SUBCONTRACTOR COMMITMENT FORM

RFP#: 22-67771

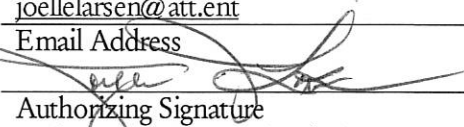
DUE DATE: July 14, 2021 @ 3:00 PM ET

TOTAL BID AMOUNT: \$2,565,000

<input checked="" type="checkbox"/> MBE Firm <input type="checkbox"/> WBE Firm	
Company Name: Real Talk Consulting	Contact Person: Stacia Hill, Ph.D.
Address: 11763 Kittery Drive, Fishers IN 46037	E-mail: rtconsulting22@yahoo.com
Sub-Contract Amount: \$154,670	Telephone Number: ( 317 ) 501-1703      Fax Number: (   )
Sub-Contract Percentage of Total Bid: 6.0%	Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u>
	Psychological medical chart review and determination. This is the only scope of practice for RFP 22-67771.
Provide approximate dates when Sub-Contractor will perform on this project: 7/1/2022	

<input type="checkbox"/> MBE Firm <input checked="" type="checkbox"/> WBE Firm	
Company Name: Amy Johnson Consulting	Contact Person: Amy Johnson, PsyD
Address: 9824 Plantana Boulevard, Fishers IN 46038	E-mail: asj28@sbcglobal.net
Sub-Contract Amount: \$117,734	Telephone Number: ( 317 ) 250-6231      Fax Number: (   )
Sub-Contract Percentage of Total Bid: 4.6%	Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u>
	Psychological medical chart review and determination. This is the only scope of practice for RFP 22-67771.
Provide approximate dates when Sub-Contractor will perform on this project: 7/1/2022	

Indiana Disability Determination Consultants  
 Respondent Firm  
 10702 Elm Ridge Court  
 Address  
 Indianapolis, IN 46236  
 City/State/Zip Code  
 Joelle J. Larsen, Ph.D.  
 Representative  
 7/2/21  
 Date

317-490-0033  
 Telephone Number  
 Fax Number  
 joellelarsen@att.ent  
 Email Address  
  
 Authorizing Signature  
 Joelle J. Larsen, President/Chair  
 Printed Name and Title

X Please check if additional forms are attached.  
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**FORM MUST BE COMPLETED IN ITS ENTIRETY WITH COMPLETED LETTERS OF COMMITMENT.**

# STATE OF INDIANA MBE/WBE SUBCONTRACTOR COMMITMENT FORM

RFP#: 22-67771

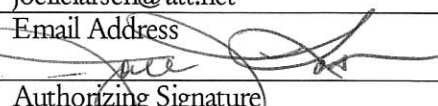
DUE DATE: July 14, 2021 @ 3:00 PM ET

TOTAL BID AMOUNT: \$2,565,000

<b>MBE Firm                      x WBE Firm</b> <b>Company Name:</b> Lovko Consulting <b>Address:</b> 8719 Chapel Glen, Indianapolis IN 46234 <b>Sub-Contract Amount:</b> \$113,630 <b>Sub-Contract Percentage of Total Bid:</b> 4.4%	<b>Contact Person:</b> Ann Lovko, Ph.D. <b>E-mail:</b> annlovko@hotmail.com <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Telephone Number:</b> ( 317 ) 271-7691</td> <td style="width: 50%;"><b>Fax Number:</b> (       )</td> </tr> </table> <b>Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract:</b>  Psychological medical chart review and determination. This is the only scope of practice for RFP 22-67771. <b>Provide approximate dates when Sub-Contractor will perform on this project:</b> 7/1/2022	<b>Telephone Number:</b> ( 317 ) 271-7691	<b>Fax Number:</b> (       )
<b>Telephone Number:</b> ( 317 ) 271-7691	<b>Fax Number:</b> (       )		

<input type="checkbox"/> <b>MBE Firm                      * WBE Firm</b> <b>Company Name:</b> TroSannhet Enterprises <b>Address:</b> 215 E. 10 <sup>th</sup> Street, Indianapolis IN 46202 <b>Sub-Contract Amount:</b> \$130,303 <b>Sub-Contract Percentage of Total Bid:</b> 5.1%	<b>Contact Person:</b> Kari Kennedy, PsyD <b>E-mail:</b> klkennedy@klkhsp.com <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Telephone Number:</b> ( 317 ) 250-6231</td> <td style="width: 50%;"><b>Fax Number:</b> (       )</td> </tr> </table> <b>Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract:</b>  Psychological medical chart review and determination. This is the only scope of practice for RFP 22-67771. <b>Provide approximate dates when Sub-Contractor will perform on this project:</b> 7/1/2022	<b>Telephone Number:</b> ( 317 ) 250-6231	<b>Fax Number:</b> (       )
<b>Telephone Number:</b> ( 317 ) 250-6231	<b>Fax Number:</b> (       )		

Indiana Disability Determination Consultants  
 Respondent Firm  
 10702 Elm Ridge Court  
 Address  
 Indianapolis, IN 46236  
 City/State/Zip Code  
 Joelle J. Larsen, Ph.D.  
 Representative  
 July 2, 2021  
 Date

317-490-0033  
 Telephone Number  
 Fax Number  
 joellelarsen@att.net  
 Email Address  
  
 Authorizing Signature  
 Joelle J. Larsen, President/Chair  
 Printed Name and Title

X Please check if additional forms are attached.  
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**FORM MUST BE COMPLETED IN ITS ENTIRETY WITH COMPLETED LETTERS OF COMMITMENT.**



# STATE OF INDIANA

Eric J. Holcomb, Governor

## DEPARTMENT OF ADMINISTRATION Division of Supplier Diversity

Indiana Government Center South  
402 West Washington Street, Room W469  
Indianapolis, IN 46204  
(317) 232 - 3061

November 25, 2019

Stacia Hill  
Real Talk Consulting, Inc.  
11763 Kittery Drive  
Fishers, IN 46037

Subject: Application for M/WBE Certification

Dear Ms. Hill,

**Congratulations!** The Indiana Department of Administration, Division of Supplier Diversity is pleased to inform you that **Real Talk Consulting, Inc.** is hereby certified as a Minority and Women's Business Enterprise (M/WBE).

Your company provides a commercially useful function in the areas listed below. Only work performed in these areas will be counted towards Minority or Women's Business Enterprise participation:

### UNSPSC CODE(S)

Code	Description
85121608	Psychologists services

On September 13, 2010, the Governor's Commission on Minority and Women's Business Enterprises approved the department's effort to streamline its recertification process. Instead of conducting an onsite visit to each company seeking recertification, the department now has the discretion to waive the visit after a thorough review of the company's file and recertification documents. We have approved your recertification and it is valid through **November 30, 2022**. Please note that IDOA continues to reserve the right to conduct a site visit or phone interview at any time to certified companies.

Although your certification is valid for a three-year period, you are required to submit an annual *Affidavit of Continued Eligibility (ACE)* form, located at [www.in.gov/idoa/mwbe/files/ACE\\_Form.pdf](http://www.in.gov/idoa/mwbe/files/ACE_Form.pdf). Please remember you must notify us immediately if any changes occur. Failure to notify us of changes or to provide an ACE form annually will result in revocation of your certification. Changes include, but are not limited to, changes in location, contact information, ownership and control.

We encourage you to visit IDOA's procurement website, [www.in.gov/idoa/2464.htm](http://www.in.gov/idoa/2464.htm), and update your Business Registration Profile. It is important that you review and update your profile regularly, because state purchasing agents and prime contractors may use this information to contact you for business opportunities. For questions regarding your registration profile, you may contact our office at 317-232-3061.

While this letter serves as notification of certification, it does not serve to prove continued eligibility. Please visit [www.in.gov/idoa/mwbe/2743.htm](http://www.in.gov/idoa/mwbe/2743.htm) to verify certification status. Please contact our office at (317) 232-3061 if you have any other questions.

We ask that you please contact our office at (317) 232-3061 or [mwbe@idoa.in.gov](mailto:mwbe@idoa.in.gov) if you have any questions or concerns about your letter.

Sincerely,



Maia Siprashvili-Lee, Deputy Commissioner  
Indiana Department of Administration  
Division of Supplier Diversity

MSL/vc



# STATE OF INDIANA

Eric J. Holcomb, Governor

## DEPARTMENT OF ADMINISTRATION Division of Supplier Diversity

Indiana Government Center South  
402 West Washington Street, Room W469  
Indianapolis, IN 46204  
(317) 232 - 3061

December 10, 2020

Ms. Amy Johnson  
**Amy S. Johnson Consulting Corporation**  
9824 Plantana Blvd  
Fishers, IN 46038

Subject: Application for WBE Certification

Dear Ms. Amy Johnson,

**Congratulations!** The Indiana Department of Administration, Division of Supplier Diversity is pleased to inform you that **Amy S. Johnson Consulting Corporation** is hereby certified as a Women's Business Enterprise (WBE).

Your company provides a commercially useful function in the areas listed below. Only work performed in these areas will be counted towards Women's Business Enterprise participation:

### UNSPSC CODE(S)

Code	Description
85121608	Psychologists services
85121701	Psychotherapists services

On September 13, 2010, the Governor's Commission on Supplier Diversity approved the department's effort to streamline its recertification process. Instead of conducting an onsite visit to each company seeking recertification, the department now has the discretion to waive the visit after a thorough review of the company's file and recertification documents. We have approved your recertification and it is valid through **December 31, 2023**. Please note that IDOA continues to reserve the right to conduct a site visit or phone interview at any time to certified companies.

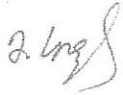
Although your certification is valid for a three-year period, you are required to submit an annual **Affidavit of Continued Eligibility (ACE)** form, located at [www.in.gov/idoa/mwbe/files/ACE\\_Form.pdf](http://www.in.gov/idoa/mwbe/files/ACE_Form.pdf). Please remember you must notify us immediately if any changes occur. Failure to notify us of changes or to provide an ACE form annually will result in revocation of your certification. Changes include, but are not limited to, changes in location, contact information, ownership, and control.

We encourage you to visit IDOA's procurement website, [www.in.gov/idoa/2464.htm](http://www.in.gov/idoa/2464.htm), and update your Business Registration Profile. It is important that you review and update your profile regularly, because state purchasing agents and prime contractors may use this information to contact you for business opportunities.

Referencing: Amy S. Johnson Consulting Corporation

While this letter serves as notification of certification, it does not serve to prove continued eligibility. Please visit <https://www.in.gov/idoa/mwbe/2743.htm> to verify certification status. Please contact our office at (317) 232-3061 or [mwbe@idoa.in.gov](mailto:mwbe@idoa.in.gov) if you have any other questions or concerns about your letter.

Sincerely,

A handwritten signature in dark ink, appearing to read "Maia Saprashvili", written in a cursive style.

Maia Saprashvili, Deputy Commissioner  
Division of Supplier Diversity  
Indiana Department of Administration

MS/cb



# STATE OF INDIANA

Eric J. Holcomb, Governor

## DEPARTMENT OF ADMINISTRATION Division of Supplier Diversity

Indiana Government Center South  
402 West Washington Street, Room W462  
Indianapolis, IN 46204  
(317) 232 - 3061

July 12, 2021

Dr. Kari Kennedy  
**TroSannhet Enterprises LLC**  
215 E. 10<sup>th</sup> St.  
Indianapolis, IN 46202

Subject: Application for WBE Certification

Dear Dr. Kennedy,

**Congratulations!** The Indiana Department of Administration, Division of Supplier Diversity is pleased to inform you that **TroSannhet Enterprises LLC** is hereby certified as a Women's Business Enterprise (WBE).

Your company provides a commercially useful function in the areas listed below. Only work performed in these areas will be counted towards Women's Business Enterprise participation:

### UNSPSC CODE(S)

<i>Code</i>	<i>Description</i>
85121608	Psychologists services

On September 13, 2010, the Governor's Commission on Supplier Diversity approved the department's effort to streamline its recertification process. Instead of conducting an onsite visit to each company seeking recertification, the department now has the discretion to waive the visit after a thorough review of the company's file and recertification documents. We have approved your recertification and it is valid through **July 31, 2024**. Please note that IDOA continues to reserve the right to conduct a site visit or phone interview at any time to certified companies.

Although your certification is valid for a three-year period, you are required to submit an annual ***Affidavit of Continued Eligibility (ACE)*** form, located at [https://www.in.gov/idoa/wbt/DSDCert\\_ACE/index.html](https://www.in.gov/idoa/wbt/DSDCert_ACE/index.html). Please remember you must notify us immediately if any changes occur. Failure to notify us of changes or to provide an ACE form annually will result in revocation of your certification. Changes include, but are not limited to, changes in location, contact information, ownership and control.

We encourage you to visit IDOA's procurement website, [www.in.gov/idoa/2464.htm](http://www.in.gov/idoa/2464.htm), and update your Business Registration Profile. It is important that you review and update your profile regularly, because state purchasing agents and prime contractors may use this information to contact you for business opportunities.

Referencing: TroSannhet Enterprises LLC

While this letter serves as notification of certification, it does not serve to prove continued eligibility. Please visit <https://www.in.gov/idoa/mwbc/2743.htm> to verify certification status. Please contact our office at (317) 232-3061 or [mwbc@idoa.in.gov](mailto:mwbc@idoa.in.gov) if you have any other questions or concerns about your letter.

Sincerely,

*Kesha Rich*

Kesha Rich, Director of Certification  
Indiana Department of Administration  
Division of Supplier Diversity



## STATE OF INDIANA

Eric J. Holcomb, Governor

### DEPARTMENT OF ADMINISTRATION Division of Supplier Diversity

Indiana Government Center South  
402 West Washington Street, Room W469  
Indianapolis, IN 46204  
(317) 232 - 3061

July 30, 2020

Ms. Ann Lovko  
Lovko Consulting Company, Inc.  
8719 Chapel Glen  
Indianapolis, IN 46234

Subject: Application for WBE Certification

Dear Ms. Lovko,

**Congratulations!** The Indiana Department of Administration, Division of Supplier Diversity is pleased to inform you that **Lovko Consulting Company, Inc.** is hereby certified as a Women's Business Enterprise (WBE).

Your company provides a commercially useful function in the areas listed below. Only work performed in these areas will be counted towards Women's Business Enterprise participation:

#### UNSPSC CODE(S)

Code	Description
85000000	Healthcare services
85121608	Psychologist services

On September 13, 2010, the Governor's Commission on Minority and Women's Business Enterprises approved the department's effort to streamline its recertification process. Instead of conducting an onsite visit to each company seeking recertification, the department now has the discretion to waive the visit after a thorough review of the company's file and recertification documents. We have approved your recertification and it is valid through **July 31, 2023**. Please note that IDOA continues to reserve the right to conduct a site visit or phone interview at any time to certified companies.

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We ask that you please contact our office at (317) 232-3061 or [mwbe@idoa.in.gov](mailto:mwbe@idoa.in.gov) if you have any questions or concerns about your letter.

Sincerely,

COVID-19

*Ralph W. Adams, Jr.*

Ralph W. Adams, Jr., Deputy Director of Certifications  
Indiana Department of Administration  
Division of Supplier Diversity

RWA/vc